

☒

R/W MANUAL CHANGE

RWMC- 176

☐

PROCEDURAL HANDBOOK
(1984 Edition)

RWPH-____-____-____
TRANSMITTAL#____

TITLE:

PROPERTY MANAGEMENT

APPROVED BY:


BARRY COWAN

DATE ISSUED:

JAN 22 2008

Page 1 of 1

SUBJECT AREA:

CHAPTER 11 – PROPERTY MANAGEMENT

ISSUING UNIT:

OFFICE OF REAL PROPERTY SERVICES

SUMMARY OF CHANGES: Revises Exhibit 11-EX-54 and updates Exhibits Table of Contents.

PURPOSE

This manual change revises Exhibit 11-EX-54, Residential Property Inspection, to a one-page document for ease of use.

EFFECTIVE DATE

Immediately.

MANUAL IMPACT

- Remove the superseded pages and insert the attached pages in the Manual.
- Record the action on the Revision Record.

REVISION SUMMARY

Chapter

Remove Old Pages

Insert New/Revised Pages

Remove the following in its entirety:

Replace with the following in its entirety:

11 - Exhibits Table of Contents REV 7/2007
11-EX-54 (NEW 7/2007)

Table of Contents REV 1/2008
11-EX-54 (REV 1/2008)

CHAPTER 11

Property Management Table of Contents

EXHIBITS

<u>Exhibit No.</u>	<u>Title</u>
11-EX-A	Residential Rental Agreement
11-EX-B	Lease Agreement
11-EX-C	Agricultural Lease Agreement
11-EX-D	Advertising Structure Agreement
11-EX-E	Rental Agreement Amendment
11-EX-F	Rental Offset Agreement
11-EX-G	Lease Renewal
11-EX-H	Assignment of Lease (Where State Is Lessor)
11-EX-I	Cancellation of Lease
11-EX-J	Employee Housing Rental Agreement
11-EX-1	Letter to FHWA Dated March 4, 1999
11-EX-2	Department Cash Handling Policy
11-EX-2A	Cash Receipt Book Procedures
11-EX-3	Affordable Rent Tenants
11-EX-4	Written Notice of Denial
11-EX-5	Rent Proration Examples
11-EX-6	Landlord's Notice of Termination
11-EX-6B	Notice of Right to Inspection
11-EX-6C	Waiver of 48-Hour Notice of Initial Inspection
11-EX-6D	Initial Vacancy Inspection and Statement of Proposed Security Deductions
11-EX-7	District Right of Way Procedure: Vacating Premises, Unlawful Detainer Actions
11-EX-7A	Proof of Service Notice
11-EX-7B	Unlawful Detainer Request
11-EX-8	Correction Notice - Unsuitable Conditions
11-EX-9	Hold for Future Use
11-EX-10	Summary of Contract Processes
11-EX-11	Guidelines for Personal Injury, Liability and Property Damage Insurance
11-EX-12	Liability, Property Damage and Fire Insurance
11-EX-13	Recommendation and Approval Form for Archive Copy of Lease
11-EX-14	Notice to Bidders
11-EX-15	City, County, or Special District Lease
11-EX-16	Materials Agreement (Sample Format)
11-EX-17	Materials Agreement (Sample Format)
11-EX-18	Notice to Bidders and Interested Parties
11-EX-19	Terms of Auction
11-EX-20	List of Tenants in Possession

<u>Exhibit No.</u>	<u>Title</u>
11-EX-21	Inventory
11-EX-22	Bid Proposal
11-EX-23	Master Tenancy Lease Agreement
11-EX-24	Bid Proposal Mailing Envelope (Sample)
11-EX-25	Notice to Tenant (Relocation Payments Not Forthcoming to New Tenants)
11-EX-26	Bid Results - Unsuccessful Bidders
11-EX-27	Public Notice (Sign for Master Tenancy)
11-EX-28	Billboard Site Rental Schedules
11-EX-29	Advertising Rate Card Examples
11-EX-30	State As Lessee Lease Agreement
11-EX-31	Approval of Plans for Temporary Field Offices (Fire Marshal Guidelines)
11-EX-32	Office of Insurance and Risk Management-DGS (Insurance Log)
11-EX-33	Lease Agreement-Park and Ride Lot
11-EX-34	Service of Notice to Vacate (Notice to RAP Unit)
11-EX-35	Letter of Intent to Vacate—90
11-EX-36	Utility Removal Letter (Example)
11-EX-37	DD-18 - Employee-Occupied Caltrans-Owned Housing
11-EX-38	Gross Income for the Purpose of Calculating Affordable Rent
11-EX-39	Collection Agency Transmittal
11-EX-40	Statutory Notice to Former Tenant of Right to Reclaim Abandoned Property
11-EX-41	Statutory Notice to Person Other Than Former Tenant of Right to Reclaim Abandoned Property
11-EX-42	State Space Allowances Standards
11-EX-43	Executive Order D-16-00
11-EX-44	Notice of Termination of Tenancy and Notice to Quit
11-EX-45	Request for Rent Determination
11-EX-46	Documentation of Residential Fair Market Rental Rate
11-EX-47	Uninhabitable Conditions
11-EX-48	Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards
11-EX-49	Department of Transportation, Division of Right of Way, STAR Program Agreement
11-EX-50	Modular Lease Agreement
11-EX-51	Pet Application
11-EX-52	Pet Addendum
11-EX-53	Nominal Value Nonresidential Rental Appraisal
11-EX-54	Residential Property Inspection
11-EX-54SW	Residential Storm Water Inspection
11-EX-55	Non-Residential Property Inspection
11-EX-55SW	Non-Residential Storm Water Inspection
11-EX-56	Residential Property Occupancy and Vacancy Inspections

RESIDENTIAL PROPERTY INSPECTION

(Form #)

CONFIDENTIAL

This document contains personal information and pursuant to Civil Code 1798.21, it shall be kept confidential in order to protect against unauthorized disclosure.

EXHIBIT

11-EX-54 (REV 1/2008)

1. TENANCY NO.		2. ADDRESS / LOCATION OF PROPERTY		
3. CITY		STATE CA	4. ZIP CODE	5. CONTACT PHONE NO.
6. TENANT CONTACT (NAME)	7. MAILING ADDRESS (if different)		8. CELL PHONE NO.	

TYPE OF PROPERTY SFR MULTI MOBILE
NUMBER OF OCCUPANTS ADULTS CHILDREN TOTAL
PETS NUMBER DOGS CATS OTHER

INDICATE CONDITION AS: Satisfactory ✓ Unsatisfactory X

INTERIOR	L R	D R	K T	BATH	BEDROOMS				OTHER	EXTERIOR
FLOORS										Building: ___ Walls ___ Windows ___ Screens ___ Vents ___ Porches ___ Stairs ___ Roof ___ Trim ___ Gutters ___ Electrical (Panel) Other _____ Garage: ___ Walls ___ Windows ___ Doors ___ Roof Other _____ Grounds: ___ Lawn ___ Shrubs ___ Fence ___ Driveway ___ Walks ___ Gates ___ Litter/Garbage/Debris ___ Pet Waste Other _____
WALLS										
CEILINGS										
PLUMBING										
ELECTRIC										
HEATING										
APPLIANCE										
FIXTURES										
OTHER										
CARPETS										
SMOKE ALARMS: Operable? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> None Battery Changed? <input type="checkbox"/> Yes Date: _____ <input type="checkbox"/> No										
Comments (additional page if required):										PROBABLE CAUSE OF NOTED DEFICIENCIES: ✓ applicable ___ Normal wear and tear ___ Tenant abuse or neglect ___ Deferred maintenance ___ Other _____ ___ Pet(s) (Explain in Comments section.) Indication: Rodent(s) ___ Pest(s) ___ Mildew Control Needed? Yes ___ No ___ Tenant concurs? Yes ___ No ___ (See Comments.) ___ Other _____

SIGNATURE OF AGENT MAKING INSPECTION		DATE OF INSPECTION
NAME OF TENANT ACCOMPANYING AGENT		
SUPERVISOR'S REVIEW:	FORM REVIEWED BY	DATE
	DISPOSITION	

ADA Notice

For individuals with disabilities, this document is available in alternate formats. For information call (916) 654-5413 Voice, CRS: 1-800-735-2929, or write Right of Way, 1120 N Street, MS-37, Sacramento, CA 95814.